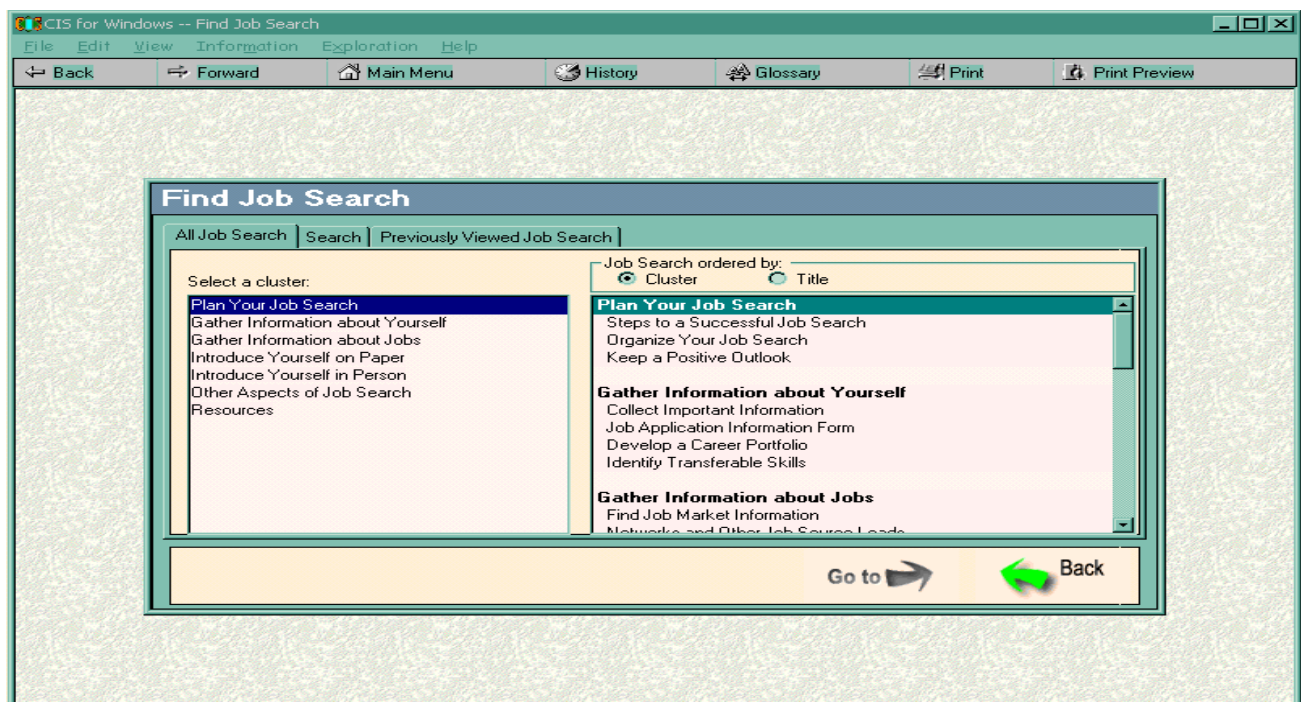


When you are finished, click on the words "**Main Menu**" located in the center of the bar at the top of your screen. By doing this, you will automatically return to the MCIS main menu.

You should now have this screen on your computer. First click on "**Occupations and Employment**," then click on the area that says "**Job Search**."

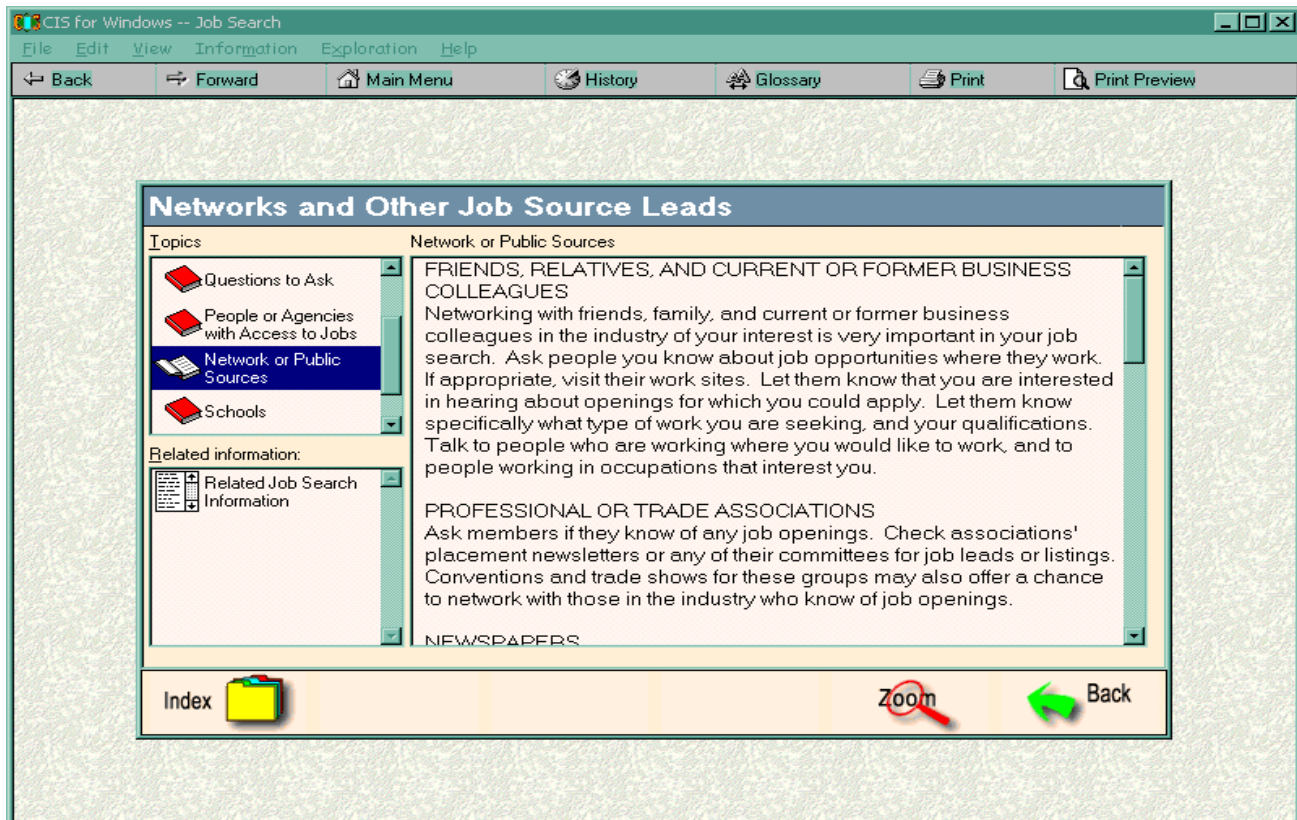


You should now have a screen that looks like this one:



Scroll down to "**Gather Information About Jobs**," and double-click on "**Networks and other Job Source Leads**."

Review the information on networking by clicking on the red books next to “**Networking**” and “**Network or Public Sources.**” Read this information, then answer the questions below.



1. Who in my life can I ask to help me with my job search?
2. Where can I go to look for advertised job openings?



Click on “**Related Job Search Information.**”
On the next screen, select “**Steps to a Successful Job Search.**”
Click “**Go To**”

Click on the red book marked “**Overview.**” Read the information that comes up on your screen. Read this information carefully.

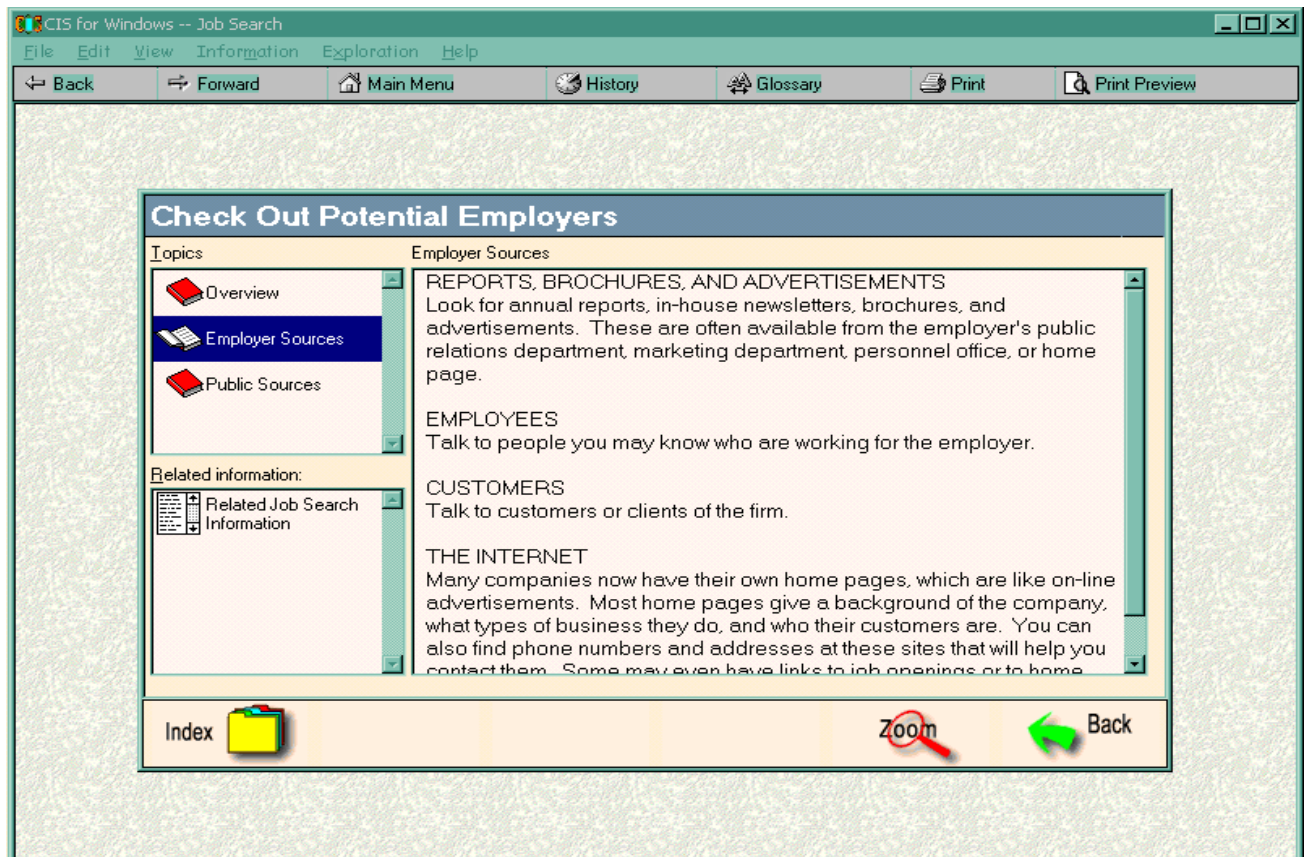
List 8 important elements in preparing a job search in the space below:

- | | |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |



Click “**Related Job Search Information**” again.

Double-click on **“Check Out Potential Employers.”** Click on the red book marked **“Overview”** and read the information on your screen. Next, click on the red book marked **“Employer Sources.”** Read this information carefully and answer the questions below.



1. Who should you contact to find information about an employer?
2. Why should you find information about a potential employer?



Click on **“Related Job Search Information.”** Double-click on **“Develop a Resume.”** Click on the red book marked **“Overview”** and read the information provided.

Read the information provided by clicking on each of the red books. List 5 tips to help make your resume the best statement about you and your potential as an employee:

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | |



Click on **“Related Job Search Information”** Then, click on **“Tips for an Effective and Attractive Resume”** (near the bottom of the list).

Read the information provided. List some ways you can give your resume eye-appeal.

1. _____
2. _____
3. _____
4. _____



Click on **“Verbs to Use.”** Read and print this information. You will need it for the next activity.



Click on **“Nouns to Use.”** Read and print this information. You will need it for the next activity.



Click on **“Adverbs and Adjectives to Use.”** Read and print this information. You will need it for the next activity.



Click on **“Related Job Search Information”** and review the different types of resumes by clicking on each one and reviewing the information in the red books.

Resume Reconstruction

Review the resume on the next page. The job-seeker that wrote this resume needs a little help to make it look more professional. Think about the information you printed from MCIS about verbs, nouns, adverbs, and adjectives for resumes. Which words would you change in this resume? Are there content changes that should be made? Are there format changes that should be made? Mark the changes you would make on the resume.

When you are finished, click on **“Main Menu”** located in the center of the bar at the top of your screen.



Once back at the main menu, click on **“Exit”** to leave the system.

When you are asked if you are sure you would like to exit, click **“Yes.”**

John Q. Applicant
PO Box 700
Anytown, U.S.A.
(555) 555-5555

Obgektive: To work in any position you will hire me for.

Employment Hiztory:

ABC Convenience Store - June 1994-December 1994 - Cashier

Stocked shelves, cleaned restroom, took people's money for stuff they bot, showed new workers around the joint.

Bob's Family Restaurant - January 1995 - October 1996 - Head Cook

Started here as a cashier. Got moved up to prep cook and then finally to head cook because I found a way to add more stuff to our menu without spending a bunch of dough on it. After I got to be head cook, I bossed people around and told them what to do. The people I bossed liked me cuz I talked to them every week in a big group.

Tim's Fine Cuisine - November 1996 - present - Manager

Did a lot of paperwork. I had to order stuff for the place and make sure everyone got their paycheks. I bossed everyone around here. I'm the big cheez. I hafta come up with plans for all kinds of stuff and then make everybody do what I planned.

Educational Background:

Graduated from Hi School in 1994. Took some computer classes and bookkeeping classes at the komunity kollege. Got pretty good grades.

Additional Information:

I was in band and Jr. Achievement for a couple years. Won some awards for some stuff. It was cool. I liked it a lot. I met a lot of other kids and stuff like that.

Does the resume you revised look something like the one shown below?

John Q. Applicant
PO Box 700
Anytown, U.S.A.
(555) 555-5555

Objective: Self-starter seeking a position in restaurant management with Superior Dining.

Employment History:

ABC Convenience Store - June 1994-December 1994 - Cashier

Arranged merchandise on shelves, maintained cleanliness of restrooms, performed cashier duties, conducted new employee orientation and training using previously developed training methods and techniques.

Bob's Family Restaurant - January 1995 - October 1996 - Head Cook

Initially hired as a cashier. Quickly advanced within the organization to the prep cook position. Displayed innovation during a menu revamping project which resulted in a larger menu selection with minimal investment. Promoted to head cook; this was a supervisory position which directed ten kitchen staff members. Involved staff in management issues and conducted weekly meetings to facilitate better communication.

Tim's Fine Cuisine - November 1996 - present - Manager

Managed entire restaurant staff diplomatically, resolving conflicts and rewarding success among employees. Performed complex management duties, including payroll, materials and supply ordering, and personnel responsibilities. Applied cost-benefit analysis results to decision-making situations. Implemented exceptional management plans which were consistently adhered to by staff.

Educational Background:

Central High School, PO Box 555, Anytown, U.S.A.
General courses, plus many business classes.
Graduated May 1994

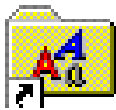
Anytown Community College, PO Box 777, Anytown, U.S.A.
Completed computer technology, accounting, and business coursework.
3.5 G.P.A.; received accounting certificate May 1995.

Additional Information:

Participated in extracurricular activities, such as band and Junior Achievement in high school. Awarded "Outstanding Young Businessperson of the Year" in 1994; "Employee of the Month," Bob's Family Restaurant, January 1996, September 1996.

After helping John Q. Applicant reconstruct his resume, what tips would you pass along to him about resume writing?

It's time to put that good advice to work for you! On the next few pages, you will find the Job Works Data Collection Form. This is the information you will be asked to put in the computer to help you build a resume and cover letter. Fill in all of the information on the Data Collection Form. You may not need all of the information for every application you fill out, but it is a good idea to have the information available to you.



Save this information for future reference.



PERSONAL INFORMATION		
Your name, address, and telephone number. If you do not have a telephone, you will need to give a number where you can receive messages.		
Name:		
Home Address:		
City, State, Zip:		
Home Phone:		
Message Phone:		
Social Security Number:		
Employment Objective		
Emergency Contact name and phone:		
WORK HISTORY		
List work experiences. You will need the names, addresses, and telephone numbers of any previous significant employers, the dates you worked for them, your supervisors' names, your job titles, starting and ending salaries, and brief descriptions of your duties and accomplishments. Begin with your most recent employer. You may want to include summer, temporary, part-time and volunteer work that show you have skills or interests that relate to the job you are seeking. You will need the same information for previous employers.		
1. Employer		Phone
Address	Start date through end date	Title
	Start pay\$/End pay \$	Supervisor
Duties and responsibilities (Emphasize duties and responsibilities that apply to jobs for which you are applying.)		
Highlights (Include recognition you have received, projects completed, and results of your work.)		
		Reason for Leaving

2. Employer		Phone
Address	Start date through end date	Title
	Start pay\$/End pay \$	Supervisor
Duties and responsibilities (Emphasize duties and responsibilities that apply to jobs for which you are applying.)		
Highlights (Include recognition you have received, projects completed, and results of your work.)		
		Reason for Leaving
3. Employer		Phone
Address	Start date through end date	Title
	Start pay\$/End pay \$	Supervisor
Duties and responsibilities (Emphasize duties and responsibilities that apply to jobs for which you are applying.)		
Highlights (Include recognition you have received, projects completed, and results of your work.)		
		Reason for Leaving

EDUCATION AND TRAINING List the schools, colleges, trade schools, business schools, and adult education programs you have attended. You may want to list diplomas you have earned at each school, as well as the relevant course work, activities, and awards. Begin with your most recent education.	
1. School Name and address	Start date through end date
	Major
	Degree
Activities, athletics, accomplishments, awards, honors, and memberships	
Courses	
2. School Name and address	Start date through end date
	Major
	Degree
Activities, athletics, accomplishments, awards, honors, and memberships	
Courses	

3. School Name and address	Start date through end date
	Major
	Degree
Activities, athletics, accomplishments, awards, honors, and memberships	
Courses	
MILITARY SERVICE If you have had military service experience, include the branch of service, highest rank achieved, and type of discharge. Be sure to list all other duties or training that relate to the work you are seeking. Make copies of your DD-214 and give it to employers who request it. It is very important to have a list of your transferable skills from military work into the civilian work force.	
Branch	Highest Rank
Job Titles	Start Date
	Discharge Date and Status
Training	

SKILLS & ACCOMPLISHMENTS

List special skills such as typing or computer and software knowledge; foreign languages you speak or write; equipment or machines you can operate; transferable skills, such as directing the activities of others, selling or writing technical manuals; special certificates you have to operate machines, equipment, or vehicles; and current health and safety cards.

Office Equipment	
Other Equipment	
Special Skills	
Licenses	
Interests or hobbies	
Languages	
Memberships	

TRAINING & WORKSHOPS

List training, seminars, and workshops you have attended. This may include former employers' training programs and workshops.

Title	Sponsor	Date
Training		
Certificates		
Title	Sponsor	Date
Training		
Certificates		

Title	Sponsor	Date
Training		
Certificates		
REFERENCES List the names, titles, and telephone numbers of three people (who are not your relatives) who have known you for at least one year, preferably people who know your skills and abilities as they relate to work. Be sure to get permission before releasing their names and telephone numbers. Talk to them about your job search and get a feel for the recommendations they will give you. Do not list relatives.		
1. Name		
Title		
Employer		
Address		
Phone		
2. Name		
Title		
Employer		
Address		
Phone		
3. Name		
Title		
Employer		
Address		
Phone		